



Job Title: Assistant Director of Development – Law Enforcement Torch Run

Department: Development

The Assistant Director of Development – Law Enforcement Torch Run is a central part of the fundraising team, responsible for ensuring that law enforcement volunteers and event participants receive excellent customer service. This position will support the organization’s partnership with law enforcement through the Law Enforcement Torch Run (LETR) and its wide array of special events and initiatives.

Reports To: Senior Director of Development – Law Enforcement Torch Run

KEY RESPONSIBILITIES

- Work collaboratively with Special Olympics Illinois (SOILL) staff and Law Enforcement Torch Run (LETR) volunteers to support law enforcement agencies in support of the SOILL mission
- Coordinate and manage various logistics for statewide special events, including but not limited to: Dunkin’ Cop on a Rooftop, Five-O at the Dirty-O, Polar Plunges, Plane Pulls, Tip a Cops and Truck Convoys
- Collaborate with LETR State Committee and SOILL staff to direct the LETR Kickoff Conference, held annually in Bloomington-Normal
- Work in conjunction with LETR State Committee and SOILL staff to direct law enforcement involvement in annual State Summer Games, including greeting/awarding athletes, LETR Final Leg, Opening Ceremony, and celebration/recognition event for officers
- Manage corporate sponsors and partnership fulfillment for LETR sponsors, including delivery of elements within sponsorship agreements (i.e. social media posts, logo usage, publications, and partnership marketing events and materials)
- Oversee LETR merchandise and incentive fulfillment ordering and processes
- Secure and coordinate all appropriate permits, licensing and insurance prior to events
- Manage post-event tasks, including scheduling and attending post-event wrap-up meetings, verifying communication with committees, vendors, sponsors and volunteers, gift processing, and post-event incentive prizes and awards
- Oversee and manage all of LETR’s social media channels to promote awareness and build community
- Manage the LETR Athlete Ambassador program
- Analyze and interpret LETR trends and tracking, including monthly financial reports and quarterly agency recruitment and retention updates
- Support LETR initiatives as directed, including events and other activities led by other staff
- Maintain data integrity in the organization’s Customer Relationship Management (CRM) system, Salesforce, by entering contact notes, updating proposals, and proactively managing relationships

QUALIFICATIONS

- Bachelor’s degree from accredited college/university
- 3+ years of professional experience in marketing, special events or non-profit fundraising



- Experience in event and volunteer management; previous work with the law enforcement community preferred
- Familiarity managing budgets, tracking sponsor revenue, managing expenses and guiding event development
- Must be able to prioritize, multi-task, and operate in a fast-paced environment
- Excellent verbal and written communication skills
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders
- Computer fluency in MS Office and CRM experience (Salesforce preferred); knowledgeable about the role technology plays in fundraising
- A constant learner who is interested in being a proactive, positive member of the team

Work Schedule

- Based in State Headquarters in Normal, IL
- Days and hours of work are Monday through Friday, 8 a.m. – 4:30 p.m.; position requires work and travel outside normal business hours
- Ability to travel and to work evenings and weekends to meet job requirements

To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Valerie Day at vday@soill.org

Special Olympics Illinois is committed to building a diverse, creative, engaged, collaborative, and hard-working team that is dedicated to our athletes, our communities, and each other. Our employees are our most valuable asset, and we aim to create a positive atmosphere where employees feel valued and fulfilled. We truly want people to love working here, and we strive to create a culture that allows for growth, opportunity, and fun.

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